



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**TERM LAW CLERK TO
MAGISTRATE JUDGE THERESA L. FRICKE**

ANNOUNCEMENT NUMBER

22-WAW-18

ANNOUNCEMENT DATE

March 1, 2022

CLOSING DATE

Open until filled; the Court will use a rolling review process, and priority consideration will be given to applications that are submitted on or before April 30, 2022. Interviews will begin immediately.

The U.S. District Court for the Western District of Washington is seeking a qualified candidate for the position of Term Law Clerk for United States Magistrate Judge Theresa L. Fricke. This is a full-time position located in Tacoma, Washington. The start date will be late January 2023.

REPRESENTATIVE DUTIES

The Term Law Clerk works closely with Magistrate Judge Fricke on civil litigation that is before the Court via consent or referral, civil rights and habeas corpus prisoner litigation, Social Security appeals, and some work on criminal cases. The Term Law Clerk conducts research and prepares drafts of opinions and orders and will be involved in courtroom proceedings. The incumbent is responsible for administrative responsibilities in chambers and provides oversight for Judge Fricke's extern program.

QUALIFICATIONS

Candidates must be law school graduates from an accredited law school by the position start date, must demonstrate effective in-person, written, and video communication skills, be organized, efficient, productive, and independent, must possess excellent legal research and writing skills, and must be experienced with Word, Westlaw or Lexis, and related software. Prior federal judicial clerkship experience, or two or more years of private law firm or public service legal practice, is preferred.

SALARY RANGE

Judiciary Salary Plan (JSP) Grade 11-13 salary range:

\$73,098 to \$104,184 annually, full-time

Depending upon experience, qualifications, and bar membership.

BENEFITS

The U.S. District Court provides a generous benefits package, competitive salary, ORCA transit pass and a dedication to work/life balance, including flexible schedules and telework opportunities. Term law clerks are eligible to participate in health and life insurance benefits, long term disability and long-term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

**INFORMATION FOR
APPLICANTS**

Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume, including contact information for at least three professional references
- A writing sample that is five to ten pages in length
- A transcript
- Completed *[AO78](#), Application for Federal Employment - **For this vacancy announcement (22-WAW-18), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

Via e-mail (Word or Acrobat .pdf format) to:

Seattle_Personnel@wawd.uscourts.gov

or to:

U.S. District Court
Attn: Human Resources
22-WAW-18
700 Stewart Street, Suite 2218
Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the U.S. District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The U.S. District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.